

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
AUGUST 22-25, 2011 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on August 22, 2011 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session followed at 2:00 p.m. as shown on the agenda. Angie Homola, Chair, Helen Price Johnson, Member, and Kelly Emerson, Member were present.

**ROUNDTABLE WITH ISLAND COUNTY  
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS**

Audio Recording

<http://www.islandcounty.net/commissioners/documents/2011/2011minutes.html>

**Elected Officials and Appointed Department Heads Attending:**

Melanie Bacon - <i>Excused</i>	Keith Higman	Bob Pederson
Greg Banks - <i>Excused</i>	Angie Homola	Brooke Powell
Robert Bishop – <i>Excused</i>	Betty Kemp	Helen Price Johnson
Mark Brown - <i>Excused</i>	Tim Lawrence	Dan Sherk - <i>Excused</i>
Sheilah Crider	Elaine Marlow	Debra Van Pelt
Kelly Emerson	Ana Maria Nunez	
Mary Engle	Bill Oakes	
Jackie Henderson		

Also in Attendance:

*Wylie Farr for Sheriff Brown*

*Dave Jamieson for Mr. Banks*

Together with the monthly departmental roundtable reports by Elected Officials and Appointed Department Heads, agenda items included:

- Overview of the Budget Process
- ICC 2.38.030-.060 Liability of County Officials and Designated Employees carrying out duties authorized by law

*Roundtable adjourned at 11:23 a.m. The next Roundtable is scheduled for September 26, 2011 at 11:00 a.m.*

The Board of Island County Commissioners (including Diking Improvement District #4) met at 2:00 p.m. to consider items contained on the agenda. The meeting began with the Pledge of Allegiance.

*Note: To view the video recording of this meeting, go to the County's website or directly to [www.islandcounty.net/commissioners/video/](http://www.islandcounty.net/commissioners/video/). If you are only interested in a specific topic, click on the timestamp located on the agenda for that particular issue.*

**PUBLIC INPUT OR COMMENTS**

None

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**CONSENT AGENDA**

*[Documents on file with the Clerk of the Board]*

**BY UNANIMOUS MOTION/VOTE (3-0)** the Board approved the following items presented on the Consent Agenda. Added to the Regular Agenda is Item 25, *Letter to President Obama in Support of Fuel Efficiency and Vehicle Standards*:

Pre-audited bills: \$313,647.45  
Vouchers: \$1,975,498.18  
Electronic funds transfers: \$3,953.94  
Payroll: \$554,078.73  
Minutes: *None presented*

**Human Resources**

**Personnel Action Authorizations** as described in Memorandum from HR Director

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Health	079/11	Environmental Health Specialist III	2403.08	Replacement Position	08/22/11

**Human Services**

- Contract with WA State Department of Social and Health Services/Division of Developmental Disabilities to fund local developmental disabilities programs. Contract No. 1163-32005; Amount: \$477,773 (RM-HS-11-0234)
- Contract with WA Vocational Services to allow services for developmental disabilities program through WA State Department of Social and Health Services/Division of Developmental Disabilities 2011-2012 contract. Contract No. HS-36-11; Amount: \$53,196 (RM-HS-11-0236)
- Contract with Service Alternatives to allow services for developmental disabilities program through WA State Department of Social and Health Services/Division of Developmental Disabilities 2011-2012 contract. Contract No. HS-35-11; Amount: \$307,431 (RM-HS-11-0232)
- Contract with Saratoga Community Housing to acquire land for one house to be sold to a household under 50% of the area median income. Contract No. HS-40-11; Amount: \$25,000 (RM-HS-11-0242)
- Contract Amendment with Lena Swanson, Ph.D, to provide short-term mental health counseling services. Contract No. HS-08-11(1); Amount: \$2,500 (RM-HS-11-0219)

**Public Health**

- Contract with Community Pediatric Foundation of WA – Managing Infectious Diseases in Early Education and Child Care. Funding provides training by a public health nurse in early education and day care settings to prevent infectious diseases. Contract Amount: \$1,000 (RM-HLTH-11-0243)
- Contract Amendment with WA State Department of Ecology – Coordinated Prevention Grant (CPG). Amendment continues funding through 12/31/2011. Contract No. G1000416, Amendment No. 4; Contract Amount: \$151,889, Amendment Amount: \$37,961 (RM-HLTH-11-0245) Contract Amendment with WA State Department of

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Ecology – Site Hazard Assessment/Waste 2 Resources. Amendment continues funding through 10/30/2011 with no change to the contract amount. Contract No. G1000504, Amendment No. 1; Contract Amount: \$37,500, Amendment Amount: \$-0- (RM-HLTH-11-0247)

- Contract Amendment with Recreation & Conservation Office – Lead Entity/Salmon Project. Amendment grants time extension to 9/30/11 to allow for billing against any PSAR capacity funds that have not been fully utilized. Contract No. 09-1500P, Amendment No. 3; Contract Amount: \$213,118, Amendment Amount: \$-0- (RM-HLTH-11-0211)
- Contract Amendment with WA State Department of Ecology – WRIA 6/Education and Outreach. Amendment extends contract period to 10/31/11 with no change to the contract value. Contract No. G1000489, Amendment No. 2; Contract Amount: \$30,000, Amendment Amount: \$-0- (RM-HLTH-11-0246)

*Public Works - County Roads*

- Contract with Zumar Industries, Inc.; Traffic Control Signs; \$61,728.38 (RM-PW-11-0210) (PW-1120-074)
- Consultant Agreement with Herman Traffic Engineering; On-Call Agreement; \$150,000.00; Expiration date August 31, 2014 (RM-PW-11-0238) (PW-1120-072)

*WSU Extension*

- Grant Agreement with WA State Department of Ecology. The agreement will provide funding for Marine Resources Committee Administration for the period of performance July 1, 2011 through December 31, 2012. No. G1200011 (CZM310); Amount: \$27,500 (RM-WSU-11-0206)
- Agreement with Patrick T. Cole, Wildlands Management. The agreement provides services for the survey and eradication of Spartina within Island County from date of execution through June 30, 2013, and is funded through the Interagency Agreement between WA State Department of Agriculture, Island County and its Agent Island County Noxious Weed Control Board. Contract No. 722; Amount \$80,000. (RM-WSU-11-0229)

**Regular Agenda**

*[Items listed under this portion of the Agenda are typically considered separately.]*

**Auditor**

Schedule Public Hearing: Resolution C-78-11 Redistricting Island County Commissioner Districts Pursuant to RCW 29A.76.010. Suggested Date & Time: September 12, 2011 at 6:00 p.m.

Ms. Crider discussed the options before the Board, including a "no change" option.

**MOTION/DISCUSSION/VOTE:**

Approved (3-0) to schedule for public hearing option 14 on September 12, 2011 at 6:00 p.m. Option 14 will shift a precinct and make any other clerical corrections necessary due to incorporation changes

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Budget

Resolution C-80-11 In the Matter of Authorizing an Interfund Loan from Capital Improvements (REET 2) Fund to Clean Water Utility Fund

**MOTION/DISCUSSION:**

Moved by Price Johnson to adopt Resolution C-80-11, seconded by Homola

Commissioner Emerson said she is not in favor of the Clean Water Utility Tax. In light of the current economic climate, she does not support the program. Commissioner Homola spoke to the need and reasons why the resolution should be adopted.

**VOTE:**

Resolution C-80-11 adopted (2-1) (Commissioner Emerson voted no)

Budget

Resolution C-81-11 Establishing the Island County Natural Resources Department

Ms. Marlow and Mr. Higman spoke to the creation of the Natural Resources Department. The resolution will address transparency and cost issues relating to Salmon Recovery Water Quality, Watershed Planning, and part of the Hydrogeology programs. The programs would be grouped in a budget under one department with costs spread over all the programs rather than just under the purview of the Public Health Officer, where they are now. The finances for the programs would be managed separately.

**MOTION/DISCUSSION:**

Moved by Price Johnson to adopt Resolution C-81-11, seconded by Homola

While Commissioner Emerson supports the objective of the new Natural Resources Department, she believes the concept is premature in developing because the majority of the budget for that department would come from the Clean Water Utility, which she would vote to repeal.

**VOTE:**

Resolution C-81-11 adopted (2-1) (Commissioner Emerson voted no)

Appointment of Director of Island County Natural Resources Department

**MOTION/VOTE:**

Keith Higman appointed (3-0) as the Island County Natural Resources Department Director

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Commissioners

Resolution C-79-11 Adoption of Island County Information Technology Project Review and Procedure Process

Commissioner Price Johnson said the process has been an ongoing item of interest and discussion. The resolution will formally adopt a governance structure for the County's IT decision-making process. Ongoing items from the committee for future Board discussion will include vision, mission and goals for Island County, as well as a 6-year plan.

**MOTION/VOTE:**

Resolution C-79-11 adopted (3-0)

Consider appointments and/or re-appointments to various boards and committees

Recommendation of Appointment to fill Positions 1, 2, 3, and 4 on the Northwest Workforce Development Council

**MOTION/DISCUSSION:**

Moved by Price Johnson to re-appoint William Thorn, Ron Nelson, Alerd Johnson, and Rhea Nelson as recommended by the Northwest Workforce Development Council, seconded by Homola

Commissioner Emerson said since the Northwest Workforce Development Council is a board she serves on, her recommendation is to appoint Marilyn Abrahamson.

**VOTE:**

2-1 vote to re-appoint William Thorn to Position 1 (Commissioner Emerson voted no)

3-0 vote to re-appoint Ron Nelson to Position 2

3-0 vote to re-appoint Alerd Johnson to Position 3

3-0 vote to re-appoint Rhea Nelson to Position 4

Consider appointments and/or re-appointments to various boards and committees

Recommendation of Appointment to fill a vacant position on the Island County Substance Abuse Services Advisory Board

**MOTION/VOTE:**

Kate Barnett appointed (3-0) to the Island County Substance Abuse Services Board

Letter to President Obama in Support of Fuel Efficiency and Vehicle Standards

The Board agreed to move the letter forward at a recent Work Session. Following further review, however, Commissioner Emerson withdrew her support. Commissioner Homola will prepare the letter for signature by the Chair as the majority of the Board had approved.

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**Public Hearings**

*[A Public Hearing will begin no sooner than the time shown.]*

Resolution C-77-11, WSR Application 151/11, Shangri-La Shores water system proposed expansion to existing water service area boundaries to include four additional parcels totaling approximately 28.8 acres

Mr. Davis spoke to the WSR Application 151/11 request.

Commissioner Homola opened the floor to public comment and there being none, public comment was closed.

**MOTION/VOTE:**

Resolution C-77-11 adopted (3-0) as recommended

**COMMISSIONERS COMMENTS AND ANNOUNCEMENTS**

**Board**

Discussion regarding State of the County Addresses and blind recipient copies on correspondence subject to public records requests.

**Commissioner Homola**

- Northwest Straits Commission presentation August 26, 10:00 a.m. at Au Sable
- Ebey's Fundraiser last week was a success
- Blood donations with overwhelming support
- Island County Fair
- Will be out of the office on holiday the last week of the month

**Commissioner Price Johnson**

- Will attend an event with WSU President Floyd September 1
- Northwest Regional Council Public Hearing September 1 to talk about Area Action Plan on Aging Programs

At 3:04 p.m. the Board recessed, reconvening at 4:00 p.m. for a joint workshop with the Town of Coupeville.

**JOINT WORKSHOP WITH TOWN OF COUPEVILLE**

Audio Recording

<http://www.islandcounty.net/commissioners/documents/2011/2011minutes.html>

At 4:10 p.m. the Board reconvened its Regular Session to meet in workshop format with the Town of Coupeville. The County and Town continued their discussion on the Ebey's Reserve Design Guidelines and Process. The conversation included:

- Scheduling
- Adoption of the code
- Approval of the Interlocal Agreement
- Establishing the Historical Preservation Committee (HPC)
- Training

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Upcoming dates:

- Joint Public Hearing for adoption of the Town and County Codes scheduled for Monday, September 26, 2011 at 6:00 p.m., subject to implementation date.
- Joint Workshop scheduled for Monday, October 17, 2011 at 4:00 p.m. for review of the Interlocal agreement, fee schedule, training, and HPC appointment procedures.

At 6:05 p.m. the Board recessed, reconvening for Budget Meetings with Departments on August 23 beginning at 8:30 a.m.

**AUGUST 23, 2011 REGULAR SESSION RECONVENED**

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At 8:35 a.m. Commissioner Homola reconvened the Board's Regular Session to begin the process of Budget Meetings with Appointed Department Heads and Elected Officials.

To begin Ms. Marlow first provided an overview of the 2012 budget process via a Power Point presentation.

**CLERK**

*Presentation by: Debra Van Pelt*

Requests approval to hire a 0.5 FTE position. The position would be responsible for scanning court documents in the event the Clerk can purchase a centrally located high volume scanner.

**CORONER**

*Presentation by Robert Bishop*

No change from budget year 2011

**PROSECUTOR**

*Presentation by Greg Banks*

Proposed to add a 0.6 FTE criminal DPA, budgeted as a DP 14 (attorney with three to five years experience. Estimated cost would be \$38,233. The Prosecutor proposes a total increase in expenditures of \$12,510. That increase, in combination with other cuts, would accommodate the addition of a 0.6 FTE deputy prosecutor, the absorption of several salary step increases, and more training for staff.

**SHERIFF**

*Presentation by Mark Brown*

Request that five positions be added to commissioned staff and replace 12 patrol vehicles.

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**SUPERIOR/JUVENILE COURTS**

*Presentation by Brooke Powell*

- *Superior Court*  
Maintain current staffing level as 2011
- *Juvenile Court*  
Consistent with 2011
- *Island County CASA*  
Consistent with 2011
- *Detention*  
No budget reductions in detention staffing. Juvenile Detention must maintain three staff on the floor at all times. Cutting a full-time staff position would cause issues with the safety and security of detainees and staff, along with having more overtime expenditures.

**PUBLIC DEFENSE**

*Presentation by Betty Kemp*

Based on statistics and an expected increase in CPS cases, Ms. Kemp requested an additional \$60,000 be added to this fund for a total of \$230,000.

**DOG CONTROL**

*Presentation by Betty Kemp*

Maintain 2010 level of service. Ms. Barnes, the Whidbey Island Animal Control Contractor, requests a 10% increase in her contract to meet her need for response to animal complaints. Ms. Kemp will work with the Treasurer toward on-line payments for dog licenses.

At 11:24 a.m. the Board recessed for lunch.

At 1:30 p.m. the Board reconvened Budget Meetings.

**CIVIL SERVICE**

*Presentation by Gene Parmelee*

No change from budget year 2011

Following conclusion of Budget Meetings with Departments the Board engaged in dialogue with the Budget Director.

At 2:20 p.m. the Board recessed its Regular Session for the day, reconvening for continued Budget Meetings with Departments on August 24 at 1:00 p.m.



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**AUGUST 24, 2011 REGULAR SESSION RECONVENED**

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At 1:00 p.m. Commissioner Homola reconvened the Board's Regular Session to resume the budget process with departments.

**FACILITIES**

*Presentation by Dan Sherk*

If funding becomes available the Board should consider custodial coverage, the jail building (age, equipment, energy savings), and additional energy reduction measures.

**PLANNING**

*Presentation by Bob Pederson*

- A need for 3-4 additional FTEs to fulfill state mandated requirements related to the Growth Management Act. At a minimum he recommends 1 FTE be added each year over the next 3 years to meet state mandates.
- Recommendation that the Board adopt a resolution to clearly state that Island County intends to use the 3-year extension for updating the comprehensive plan, as authorized by the Legislature in 2010.

**HUMAN SERVICES**

*Presentation by Jackie Henderson*

- *Administration*  
2.16 FTEs instead of 2.4 for 2012
- *Senior Services of Island County*  
Same level as 2011
- *HGAP (Housing Grant Assistance Program)*  
Funding for this project ends October 2011
- *Housing Assistance*  
Maintain 2011 service level
- *Veterans Assistance Program*  
Maintain at current level
- *Jail Transition Services Program*  
Maintain at current level
- *Mental Health Mobile Outreach Project*  
Will serve about 40 individuals
- *Developmental Disabilities*  
The expectation is to maintain at current levels

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- *Substance Abuse Treatment*  
Will continue to provide at current level
- *Substance Abuse Prevention*  
The focus of prevention services funded by DBHR/DSHS is changing. Instead of focusing on several different programs/services the department will focus on one community in the county
- *Counseling Connections Programs*  
Maintain at current level
- *School Based Mental Health Program*  
At a minimum, maintain current levels and expand services when and where possible
- *Vulnerable Adult Outreach Program*  
Maintain at current level

**UNTIMED ITEM**

**PURCHASE ORDER 7683 - DREAMING TREE TECHNOLOGY, INC.**

Ms. Marlow indicated that IT needs to perform a much needed upgrade to the network firewall. The upgrade would improve the security of the County's network, allow wireless in the Commissioners' Hearing Room and Law and Justice courtrooms, and eventually permit the use of other smart phones. Because there will not be another Board meeting for two weeks, she requested the Board consider approving the purchase order.

**MOTION/VOTE:**

Purchase Order 7683 approved (3-0)

At 2:54 p.m. the Board recessed, reconvening at 3:01 p.m. for continued budget meetings.

**PUBLIC WORKS**

*Presentation by Bill Oakes*

- *Emergency Management*  
Use HS grant funding to replace loss of the part time Vista Volunteer staffing
- *Roads*  
Maintain levels of maintenance of the road system; continue to work towards preservation of the county road system through resurfacing multiple segments of the road infrastructure; complete design projects for Terry's Corner Phase 4, Boon Road and New County Road; proposed projects scheduled to be completed in 2012 include federally funded safety improvements to the Hastie Lake Road/Zylstra Road intersection and federally funded safety improvements on all arterials and collectors.
- *Solid Waste*  
Maintain existing levels of service for solid and moderate risk waste; develop efficiencies for better flow of materials through MRW program

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- *Surface Water Management/Capital Drainage*  
Construction of a new salt-water outfall on S. Maxwellton Road; Design 2 pump stations for flood relief in shoreline neighborhoods; prepare for Clean Water Utility impact on work programs
- *Parks*  
Increase level of service through additional funding to hire more employees to maintain the Parks system

At 4:22 p.m. the Board recessed its Regular Session for the day, reconvening for continued Budget Meetings with Departments on August 25 at 10:00 a.m.

**AUGUST 25, 2011 REGULAR SESSION RECONVENED**

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At 10:00 a.m. Commissioner Homola reconvened the Board's Regular Session to resume the budget process with departments.

**AUDITOR**

*Presentation by Sheilah Crider*

In order to complete the election requirements and other obligations of elections in 2012, request is for an additional 1 FTE from January 15 through November 15, 2012.

**ASSESSOR**

*Presentation by Mary Engle*

Request to increase the Departmental Assistant position to that of the Secretary/Administrative Assistant, thereby increasing the salaries line item by \$3,000.

**TREASURER**

*Presentation by Ana Maria Nunez*

Request addition of an administrative staff member, part time (28 hours per week) with no benefits who will primarily be responsible for serving as the front counter cashier three days per week. Also request increasing the foreclosure deputy to 40 hours per week (currently at 32 hours).

**EXTENSION**

*Presentation by Tim Lawrence*

Any cuts experienced are at the administrative level, reflecting a commitment by the administration to provide programs at the county level.

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**UNTIMED ITEM**

Amendment 1 to Interlocal Cooperative Agreement with Administrative Office of the Courts  
Contract No. ICA11036 (RM-JUV-11-0260)

Ms. Powell explained the need to extend the current contract through November 3, 2011, a time extension only.

**MOTION/VOTE:**

Amendment 1 to the Interlocal Cooperative Agreement approved (3-0)

At Commissioner Homola's request, Ms. Powell clarified the functions of the Juvenile Detention Facility and services.

At 12:10 p.m. the Board recessed, reconvening for continued budget meetings at 1:00 p.m.

At 1:00 p.m. the Board reconvened to continue the budget meetings process.

**PUBLIC HEALTH**

*Presentation by Keith Higman*

- *Public Health*  
At 2011 levels of services and programs Public Health Pooling would be \$23,000 in deficit in 2012. If assumptions are correct, a reduction in force in Community and Family Health, WIC Support Clerk, will be necessary to address the deficit.
- *Environmental Health*  
Consistent with 2011 levels of service
- *Control of Communicable Diseases*  
Service reductions are expected in all program areas associated with reductions in state and local support
- *Assessment*  
Consistent with 2011 levels of service
- *Family Health*  
New Baby New Family - consistent with 2011 levels of service  
Oral Health - increased level of service in the ABCD program  
MCH - reduced level of service consistent with reductions in state/federal grant revenue  
WIC - reduced level of service consistent with reductions in Current Expense  
EFSS/EIP - consistent with 2011 levels of service
- *Community Health*  
Vital Statistics services consistent with 2011 levels of service while reductions in service delivery are expected in chronic disease and emergency preparedness in response to reductions in state funding.

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- Resource Management  
Consistent with 2011 levels of service for water quality monitoring and salmon recovery;  
consistent with 2008 levels of service for the Hydrogeology Program.

**COMMISSIONERS**

*Presentation by Debbie Thompson*

Request to consider hiring a part-time person, no benefits, to assist at the Camano Annex. Commissioner Emerson would like to increase Ms. Kappel's salary and have the office open during the lunch hour.

There being no further business to come before the Board the meeting adjourned at 2:50 p.m. With the September 5 holiday, the Board will meet next in Regular Session on September 12, 2011 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair

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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board